

Guidelines for Input to the OCL Website

- 1.** All input (files, spreadsheets, documents, etc.) should be submitted in Microsoft Office format. Currently the only formats that will be accepted are: Word, Excel, Access and PowerPoint
- 2.** Please make certain all files are spell-checked before they are submitted to the OCL web site.
- 3.** Input for tables of items such as schedules and agenda import from Excel to FrontPage much easier than from MS Word. Whenever possible, please use Excel spreadsheets, or even Access, for tables/schedules/agenda input. If you must use MS Word for agenda input, then please use the table format to set up agendas.
- 4.** To keep our pages running quick, clean and efficient, we prefer not to include animated graphics and/or music files in web pages on the OCL web site.
- 5.** The OCL Network Administrator/Webmaster designs, creates and has final approval on all pages to be included on the OCL website. The Administrator/Webmaster reserves the right to make changes as seen appropriate to make absolutely certain the web pages comply with NPS/DoN Web Policy This policy is also in place to assure the pages will be compatible with our network setup, firewall, etc.
(Per NPS/DoN Web Policy! <http://intra.nps.navy.mil/policy/>)
- 6.** Updates to the OCL web site are made once every week.

Thank you for your business!

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